

**PROVIDENCE HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING: May 24, 2012**

PHA Conference Room

100 Broad Street

Providence, RI 02903

CALL TO ORDER

Vice Chairman Giraud called the meeting to order at 5:35 PM.

ROLL CALL

The Vice Chairman called the roll:

Present:

Roger Giraud
Dolores Casella
Dorothy Waters
Thomas Ryan
JT Taylor
Pleshette Mitchell
Sheila Dormody
Hilary Silver

Absent:

John Iglizzi
Kevin Jackson
Nicholas Narducci

Eight members were present constituting a quorum to conduct business.

Vice Chairman Giraud apologized that there were items missing from the Agenda, as we are still in the learning process with all staffing changes. The items missing were Resident Comments, Old Business and New Business.

Vice Chairman Giraud introduced Atty. Neil McNamara of Nixon & Peabody, who would be addressing the Board during Executive Session.

Commissioner Taylor stated that she had not received papers back from the lawyers. Mark Ouellet stated that he called yesterday to check on them. He said Atty. Schmitz expects them to go out in the next few days.

APPROVAL OF MINUTES (3-22-11, 4-3-12, 4-10-12 and 5-8-12)

Commissioner Ryan commented that the Minutes from March 22, 2012 omitted the seconding of the motion that was made regarding the Board's annual retreat.

Commissioner Ryan moved to accept the meeting minutes, as approved and corrected, from March 22, 2012 along with the minutes from April 3, April 10 and May 8, 2012. The motion was seconded by Commissioner Silver. The vice chairman called for a vote, and the minutes were approved 7-1, with one abstention from Commissioner Dormody as she was not part of the Board at that time.

RESIDENT'S COMMENTS

There were no resident comments.

VICE CHAIRMAN'S REPORT

Vice Chairman Giraud said he realized the Board was behind on going through a few reports and that they would do that now but that he would be keeping it brief.

COMMITTEE REPORTS:

Asset Management/Capital Improvements

Commissioner Cascella presented the committee's report citing the weatherization project _____ . [See the attached committee report.]

Budget, Finance & Audit Committee

Vice Chairman Giraud presented the committee's report and wanted to thank the Finance Department for doing a great job through some very difficult times as they are on schedule for closing out the books for FY 2012 and preparing the new 2013 budget.

He also gave an update on Donna Pariseau and that she is continuing to improve and is now out of ICU and at Braintree Rehabilitation Hospital. [See the attached committee report.]

Resident Services Committee

Commissioner Silver presented the committee's report _____
[See the attached committee report.]

INTERIM EXECUTIVE DIRECTOR'S REPORT

Monthly Management Report

The Interim Executive Director, Sorrel Devine, presented the March and April MMRs to the board for their review.

Ms. Devine introduced herself and told the Board about her position before being named Interim Executive Director. Ms. Devine reported that PHA operations are running smoothly. She noted that Senior Staff, in particular, has been very supportive and she thanked them for doing such a great job during these difficult times. She then informed the Board of the following items:

1. **Fee Accountant** - the PHA is considering bringing on a fee accountant to assist Acting Director of Finance, Linda Poole, and the Finance staff in closing out the books for FY 2012 and advising on the budget for fiscal year 2013. Linda has met with Sullivan, Schwartz, and Guzzi LLC, who have served in this capacity in the past. They are preparing a proposal and estimate, which our Legal Counsel, Mark Oulette, will review before preparing a contract. Commissioner Ryan inquired as to whether we need to solicit an RFQ from three contractors before awarding this contract. Ms. Devine said she would look into the need to go through this process.
2. **HUD Review** - today, HUD finished its review and evaluation of our Section 8 programs. There were no findings and their report will be positive. They stated that the PHA's financial operations were excellent and that the agency could serve as a role model for other housing authorities.
3. **ONPHA Forum** - the Ontario Non Profit Housing Association (ONPHA), a Canadian-based organization similar to NAHRO, held their annual four-day forum for large housing providers in Providence this year, May 14-17. Approximately 40 representatives from the UK and Canada were in attendance. The PHA hosted the forum on May 15th and 17th. On the morning of the 15th, Special Projects Manager, Melissa Sanzaro, provided participants with an overview of the PHA and delivered an excellent PowerPoint presentation on our Strategic Planning process. Following this presentation, Director of

Asset Management, Marv Carmody, and a member of his staff, Richard Weinberg, discussed the PHA's approach to asset management and several of our energy conservation activities. That afternoon, Olneyville Housing Corporation and SWAP conducted a bus tour of various public and affordable housing developments around the City. On the 17th, Ms. Devine and Kathleen Povar, Acting Director of Resident Services, provided participants with an overview of resident services and went into depth with regards to our various resident self sufficiency programs (Resident Service Coordinators, Family Self Sufficiency and the Family Success Center). The Director of OHPHA was very pleased with the PHA's contribution to the forum and has invited the PHA to be a part of next year's annual forum to be held in London, England.

4. **CNI** - Ms. Devine presented a brief update on the Choice Neighborhood Initiative (CNI) stating that the Principal Partners (PHA, OHC, LISC and the City of Providence) have now met with three housing development companies to discuss their availability and interest in working with the coalition on the CNI project. Additional information concerning CNI progress is available in both the Monthly Management Reports for March and April, as well as the Resident Services Committee report included in this month's packet.
5. **NAHRO Awards** - Ms. Devine announced that all five of the applications submitted to NAHRO for awards have been selected to receive "Awards of Merit." The programs to be honored include: Youth Safe Haven, Youth Leadership Academy, Family Success Center, Live Well/Viva Bien and the PHA's Smoke Free Initiative. The Family Success Center has been nominated for an additional "Award of Excellence." Awards will be presented at the NAHRO summer conference in July.

Following Ms. Devine's report, Commissioner Ryan posed a few questions. He asked when a proposed budget for FY 2013 would be submitted to the Board for review. Linda Poole responded that it would be done in time for the June Board Meeting. He then asked if the budget could be delivered prior to the June meeting, possibly a week before. Linda Poole said she would deliver it to each of the Commissioners by interoffice mail or email as soon as she could.

Items in Board Packet

Each month one or more articles related to public housing are included in the Commissioner's packets in order to provide Commissioners with information on current PHA news and housing issues. This month's packet includes the following:

- *Minority Health Fair* - a flyer for the PHA's Minority Health Fair held on April 13, 2012 featuring a presentation at Dexter Manor by the University of Rhode Island Outreach Program.
- *First-Time Homebuyers Information Fair* - a flyer announcing this annual event held on May 19, 2012 at 50 Laurel Hill Avenue.
- *Resume Writing and Interviewing* - a flyer offering free workshops for residents prior to the Community Job Fair.
- *Community Job Fair* - a flyer for this first, annual event held on April 27, 2012 at the old Perry Middle School.
- *PHARI Housing in Hope* - new promotional brochure for our State housing association.
- *PHA quarterly newsletter* - Spring 2012 issue

RESOLUTIONS:

There were no resolutions.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

Commissioner Taylor made a motion to go into Executive Session. Commissioner Waters seconded the motion. A vote was taken and it was unanimously decided to go into Executive Session.

Regular session ended at 6:03 p.m.

Executive session ended and regular session resumed at 7:15 pm.

It was announced that the due process hearing for considering the allegations made against Stephen J. O'Rourke by Elizabeth Herosy will be held on Saturday, June 16, 2012 at 2:00 pm in the PHA Conference Room.

Commissioner Silver made a motion to form an ad hoc committee to review existing human resource policies and to prepare recommendations to establish a new standing committee on Human Resource. Vice Chairman Giraud appointed Commissioners Mitchell and Dormody to this committee.

ADJOURNMENT

There being no further business, Vice Chairman Giraud accepted a motion to adjourn from Commissioner Gilbert, seconded by Commissioner Ryan. The meeting adjourned at 7:35 pm.

The next regularly scheduled meeting will be held on **Thursday, June 21, 2012 at 5:30 pm.**

Minutes Submitted and Approved By:

Sorrel Devine
Interim Executive Director